

# PUBLICATIONS LIST

Number	Date Published	Title / Description	Price / Availability
A–B			
339	Aug 2003	<b>Academy Instructor Certificate Program Guidelines and Curriculum</b>  Guidelines, instructor certification course overview, instructor certification course outline, Competency Verification Checklist form, and recognition program.  *Available via Web only at: <a href="http://www.post.ca.gov/training/specialty/basic.asp">www.post.ca.gov/training/specialty/basic.asp</a>	Via Web only*
1	May 1995	<b>Americans with Disabilities Act, The: Questions and Answers</b>  *No longer available. For details and other resources, see the Notice of Publication Removal at:  <a href="http://www.post.ca.gov/Chouse/pubs/disabilitynotice.doc">www.post.ca.gov/Chouse/pubs/disabilitynotice.doc</a>	Out of print*
	Various	<b>Basic Course Workbook Series: Student Materials</b>  This workbook series is part of the POST Basic Course Training System and is a supplement to classroom instruction. The self-study documents are based on the basic training curriculum (41 learning domains). This workbook series includes sequenced lessons, self-assessment exercise and learning activities.  *Available for purchase online: <a href="http://www.post.ca.gov/training/store">www.post.ca.gov/training/store</a>	Available for purchase online
C–D			
19	Jan 1979	<b>California Entry-Level Law Enforcement Officer Job Analysis Feedback Report</b>  Background and organizational information; behavioral information; incident information; job analysis and job-relatedness; references; task information; vehicle and equipment usage.	\$15.70
42	Nov 2001	<b>California Law Enforcement Officers Killed and Assaulted in the Line of Duty: 1995–1999 Report (LEOKA)</b>  Executive summary; felonious killing; officer safety guidelines; peace officer assaults; accidental deaths; incident summaries.	\$7.40
75	Jan 1991	<b>California Law Enforcement Training in the 1990's: A Vision of Excellence</b>  A report to the California Legislature "improving law enforcement service by increasing training effectiveness."  *Available via Web at: <a href="http://libcat.post.ca.gov/dbtw-wpd/documents/POST/vision.pdf">http://libcat.post.ca.gov/dbtw-wpd/documents/POST/vision.pdf</a>	\$5.40  Also via Web*
149	Oct 1997	<b>Communications Training Officer Management Guide, The: A Model Communications Training Officer Program</b>  CTO critical task book, CTO role, program manager role, selection, supervisor role, training guide; evaluation: CTO performance, program, trainee; program administration: guidelines, presentation, organizational structure.	\$1.90
150	Oct 1997	<b>Communications Training Officer Program: Dispatcher Critical Task Book</b>  9-1-1; administrative orientation; agency forms; CAD equipment, keyboard functions, incident format; common referrals; difficult calls; data base systems; equipment; fire calls; geography; local government calls; mutual aid; non-dispatched; public relations; related agencies; service calls; TDD operation; telephone skills; transferring calls.	\$7.30
148	Oct 1997	<b>Communications Training Officer Training Guide, The: A Model Communications Training Officer Program</b>  Duties and responsibilities; evaluation process and forms; instructional process; remediation process and forms; standard performance guidelines.	\$2.80

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Number	Date Published	Title / Description	Price / Availability
C-D CONTINUED			
164	Apr 1999	<b>Cop on the Beat, The: 1998 POST Annual Report</b>  POST programs and services.	\$3.00
351	Jan 2003	<b>Course Development Guidelines</b>  Purpose, organization and assumptions; quality instruction; need for guidelines; end users; Instruction Systems Design Model; guidelines; Facilitator's Guide; Student Guide; lesson plan.	\$2.10
74	Dec 2002	<b>CPTN Video Catalog</b>  800 videos reviewed or produced by POST, past broadcast listings, program listing topics.  * CPTN video and program information is now available on the POST website at: <a href="http://www.post.ca.gov/training/cptn/default.asp">www.post.ca.gov/training/cptn/default.asp</a>	Out of print*
157	Mar 2003	<b>Crowd Management and Civil Disobedience Guidelines</b>  Guidelines (14), information guide, terms and definitions, applicable statutes, applicable case law.  *Available via Web only at: <a href="http://www.post.ca.gov/PREFACE_and_Guidelines_for_WEB_032103.pdf">www.post.ca.gov/PREFACE_and_Guidelines_for_WEB_032103.pdf</a>	Via Web only*
161	Jan 1999	<b>Driver Awareness Instructor Course</b>  Instructor course outline; introduction and orientation; instructor training and presentation; basic driving principles; practical application of driving problems; design and management of course; legal aspects; course summary and critique; driver awareness course outline; addendums, including an index.	\$14.60
163	Mar 1999	<b>Driving Simulator Training Development Guidelines</b>  Appendices: contacts, forms, policies and agreements, sample lesson plans; feasibility; governance and management; instructor selection and development; POST certification; program costs and financing; program evaluation; site considerations; training environment and formats.	\$5.30
E-I			
159	Jan 1999	<b>Emergency Vehicle Operations Course Instructor Manual</b>  Instructor course outline; current EVOC courses, emergency vehicle collision statistics; vehicle care and maintenance; defensive driving techniques; adverse operating situations; commentary driving; vehicle dynamics; vehicle control techniques; braking; roadway position; legal issues/liabilities; emergency driving operations; vehicle pursuit operations; student driving skill development; testing/evaluation techniques; course management; instructional equipment; five appendices.	\$23.40
14	Nov 2000	<b>Employment Data for California Law Enforcement</b>  Frequently asked questions; law enforcement agencies' employment; employment data statistics; employment and certificate information; California law enforcement agency addresses; basic academies.  *Available via Web only at: <a href="http://www.post.ca.gov/employdata/firstpage.htm">www.post.ca.gov/employdata/firstpage.htm</a>	Via Web only*
78	Current	<b>Entry-Level Peace Officer / Dispatcher Information</b>  POST website references: basic training academies, law enforcement job opportunities, list of POST agencies, general information on how to become a California peace officer or dispatcher and other related resources.  *Available via Web only at: <a href="http://www.post.ca.gov/selection/Entry-LevelPODispatcherInformation3-04.pdf">www.post.ca.gov/selection/Entry-LevelPODispatcherInformation3-04.pdf</a>	Via Web only*

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Number	Date Published	Title / Description	Price / Availability
E-I CONTINUED			
21	Apr 1981	<b>Entry-Level Reading and Writing Tests for California Law Enforcement Final Report: Technical Report No. 4</b>  Criterion development, job-relatedness and validation, language usage; reading ability and measurement; reading and writing ability tests; references and appendices; research and results summary; writing ability and measurement.	\$8.60
335	Apr 1999	<b>Entry-Level Uniformed Patrol Officer Job Analysis: Task Analysis</b>  Appendices, comparison data, conclusion, data analysis objectives, research methodology; survey development, tables.	\$14.40
345	May 2001	<b>A Glimpse of the Past, A Look to the Future: 1999-2000 (POST Biennial Report)</b>  POST program and services; history of POST leadership, development and accomplishments.	\$3.75
36	Sep 2000	<b>Guidelines and Curriculum for Handling Missing Person and Runaway Cases</b>  Authorizations, curriculum, definitions, forms, guidelines.	\$6.00
13	Apr 2004	<b>Guidelines for Law Enforcement Response to Domestic Violence</b>  Enforcement of laws, felony arrest, misdemeanor arrest, citizen's arrest, restraining and protective orders, weapons and officer safety, victim assistance mandates, reports, interaction with children.  *Available via Web only at: <a href="http://www.post.ca.gov/training/tps_bureau/domestic_violence/domestic_violence.asp">www.post.ca.gov/training/tps_bureau/domestic_violence/domestic_violence.asp</a>	Via Web only*
349	Feb 2002	<b>Guidelines for Law Enforcement Response to Stalking Cases</b>  Guidelines, California District Attorneys Association expanded course outline, minimum standards for stalking investigations training.	\$2.90
11	Feb 1992	<b>Guidelines for Law Enforcement's Design of Cultural Awareness Training Programs</b>  Appendix, guidelines, performance objectives: executive workshop and cultural awareness facilitator training.  * No longer available	Out of print*
27	May 2000	<b>Guidelines for Law Enforcement's Design of Hate Crimes Policy and Training</b>  California civil and criminal laws pertaining to hate crimes, definition of terms, guidelines, agency resource list, material resource list, sample operations directive.  *Revised publication will be available soon	Out of print temporarily*
64	Jul 1990	<b>Guidelines for Law Enforcement's Response to the Sudden Death of an Infant</b>  Appendices: definitions, emotional impact, information exchange, media resource, SIDS support organizations; performance objectives.	\$2.50
59	Jul 1999	<b>Guidelines for Sexual Assault Investigation</b>  Appendices, general investigative procedures, interview and interrogation techniques.	\$5.10

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Number	Date Published	Title / Description	Price / Availability
E–I CONTINUED			
8	Dec 1998	<b>Guidelines for the Investigation of Child Physical Abuse and Neglect, Child Sexual Abuse and Exploitation</b>  Appendices: child neglect, emotional abuse and deprivation; community child care facilities; domestic violence cases; general child abuse investigative procedures; interview and interrogation techniques; physical child abuse; child sexual abuse and exploitation.	\$7.60
357	Dec 2003	<b>Interviewing Peace Officer Candidates: Hiring Interview Guidelines</b> (Proposed title, pending approval by the Office of Administrative Law)  Analysis of structured interviews, content definitions, legal issues, POST interview factors, question development, interview administration, candidate evaluation, appendices.  *Available via Web only at: <a href="http://www.post.ca.gov/selection/S&amp;E/interview_guide-final.asp">www.post.ca.gov/selection/S&amp;E/interview_guide-final.asp</a>	Via Web only*
J–O			
17	Apr 1983	<b>Job Analysis of the Entry-Level District Attorney's Inspector/Investigator Position: Technical Report No. 6</b>  Job analysis results; research methodology; summary and conclusions.	\$3.10
20	Apr 1983	<b>Job Analysis of the Entry-Level Marshal/Deputy Marshal Position: Technical Report No. 7</b>  Design, initial survey, research methodology; administration, analysis of results, comparison of deputy marshal core tasks with patrol officer core tasks development, criteria for "core" tasks; return and review of questionnaire job analysis results; summary and conclusion.	\$3.10
359	Feb 2005	<b>Law Enforcement Property &amp; Evidence Management Guide (2005 online)</b>  Audits and inventories, automation, property disposition/purging, documentation, legal and regulatory issues; organizational considerations, property/evidence handling procedures, storage facilities, appendices: glossary, sample forms, post-conviction DNA testing.  *Available via Web only at: <a href="http://www.post.ca.gov/training/mcs_bureau/prop-evid_guide.asp">http://www.post.ca.gov/training/mcs_bureau/prop-evid_guide.asp</a>	Via Web only*
55	Sep 2000	<b>Law Enforcement Records Management Guide: 4<sup>th</sup> Edition</b>  Automation of records; destruction; forms control; legal references; model directives; primary report system; review, types of reports; retention; resource guide; secondary processes; security of information; statistics; system audit procedures.	\$24.00
35	Aug 2004	<b>Medical Screening Manual for California Law Enforcement</b>  Background information; medical examination and evaluation protocols; medication-related impairment; participating medical specialists; two POST forms.  *Also available via Web at: <a href="http://www.post.ca.gov/selection/medical.asp">www.post.ca.gov/selection/medical.asp</a>	\$19.00 Also via Web*
358	Jan 2004	<b>Model Respiratory Protection Program for Law Enforcement</b>  Purpose, scope, program administration, approved equipment, respirator selection, medical evaluation, fit testing, respirator use, training, maintenance, program evaluation, record keeping, additional information.  *Available via Web only at: <a href="http://www.post.ca.gov/bulletin/pdf/respiratory-program2.pdf">www.post.ca.gov/bulletin/pdf/respiratory-program2.pdf</a>	Via Web only*

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P			
4	Dec 1995	<b>Peace Officer Background Investigation Manual: Guidelines for the Investigator</b>  *Revision coming soon. For interim resource, POST Background Investigation Courses (listed below) contains updated ADA considerations, areas of inquiry, legal aspects, and process overview.	Out of print temporarily*
346	Jul 2001	<b>Peace Officer Recruitment and Retention: Best Practices</b>  Developing a recruitment team, budgeting and long-term planning, marketing and the use of technology, alternative staff and employee preparation, attracting and retaining staff.  *Also available via Web at: <a href="http://www.post.ca.gov/selection/recruit.pdf">www.post.ca.gov/selection/recruit.pdf</a>	\$5.40  Also via Web*
348	Jan 2002	<b>Police Response to People With Mental Illness or Developmental Disability: A Field Guide</b>  Identifying persons with developmental disabilities or mental illness, verbal intervention strategies, suicide, responding to violent subjects, community resources and collaborations, incident disposition, crime victims with disabilities, two pocket-sized field information cards.	\$5.50
46	Current	<b>POST Administrative Manual</b>  Introduction, law, management counseling, personnel selection and standards, POST forms, professional certificates, regulations, reimbursement, reserve officers, table of contents, training.  *Available via Web only at: <a href="http://www.post.ca.gov/regulations/manual.asp">www.post.ca.gov/regulations/manual.asp</a>	Via Web only*
3	Sep 2001	<b>POST Background Investigation Courses</b>  Most recent ADA considerations; areas of inquiry; curricula: core, update and command staff courses; legal aspects; process overview; sample forms.	\$11.00
5	May 1996	<b>POST Basic Academy Physical Conditioning Manual</b>  Background and overall design of program; classroom instruction; conditioning activities; essential instructor information; POST job related work sample test battery; procedures; recommended medical, routine and emergency first aid; scenarios, scoring forms.  *Revised publication will be available soon	Out of print temporarily*
79	May 2001	<b>POST Basic Course Management Guide May 2001</b>  Academy management guidelines, basic training support system, budgeting, instructional planning and resources, learning domain instructional system, legal issues, management of scenario and exercise testing, POST overview, regular basic course overview, test regulations.	\$4.50
7	Current	<b>POST Catalog of Certified Courses</b>  Brief course descriptions, course titles, presenter names addresses and telephone numbers.  *Available via Web only at: <a href="http://www.post.ca.gov/catalog/intro.asp">www.post.ca.gov/catalog/intro.asp</a>	Via Web only*

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P CONTINUED			
16	Feb 1996	<b>POST Entry-Level Dispatcher Selection Test Battery: User's Manual</b>  ADA considerations; appendix: example computational procedure; fairness; psycho-metric characteristics; references; test battery and development overview; test scoring procedures; using test scores to make employment decisions; validity.  *Also available via Web at: <a href="http://www.post.ca.gov/selection/dispatcher_usermanual.pdf">www.post.ca.gov/selection/dispatcher_usermanual.pdf</a>	\$4.20  Also via Web*
24	Dec 1998	<b>POST Field Training Officer Course</b>  Appendices: daily observation reports, end of phase report, evaluation form, FTO critique form, FTO program terminology, FTO training program completion record, remedial training assignment worksheet, supervisor's weekly report, teaching skills demonstration; expanded curriculum; instructional goals and performance objectives.  *No longer available	Out of print*
22 Print  354 CD-ROM	Dec 2003	<b>POST Field Training Program Guide</b>  Program orientation; evaluation, documentation and remediation; field training program packages; POST Field Training Program; COPS Police Training Program; appendices (sample reports and forms).  *Also available via Web at: <a href="http://www.post.ca.gov/training/bt_bureau/manual/ftg/ftg_intro-final.asp">www.post.ca.gov/training/bt_bureau/manual/ftg/ftg_intro-final.asp</a>	\$24.20 Print \$12.00 CD-ROM  Also via Web*
62	Nov 1990	<b>POST Guidelines for Student Safety in Certified Courses</b>  Airborne operations training; appendices; arson and explosives training; canine training; chemical agents; defensive tactics and arrest control training; diversionary tactics; driver training; equestrian training; firearms training; forensic sciences and crime scene investigation; motorcycle training; off-road vehicle training; search and rescue training; scenario training and event simulations; tactical operations training.	\$10.10
28	Jan 1993	<b>POST In-Service Physical Fitness Program: Coordinator's Manual</b>  Coordinator's qualifications and role fitness assessment procedures; counseling; exercise; interpreting results; pre-screening; prescription; program contents; references.	\$4.70
29	Jan 1993	<b>POST In-Service Physical Fitness Program: Officer's Manual</b>  Blood pressure, cholesterol, fitness assessment and recognition standards, injury prevention and treatment, managing body composition, nutrition, principles of conditioning, references and attachments, tobacco use, training for physical fitness, wellness and lifetime physical fitness.	\$5.90
50	Dec 1984	<b>POST Psychological Screening Manual</b>  <i>Revision coming soon.</i> Assessment procedures, commonly used POST emotional stability standards, research requirements for psychological screening, review of previous results, and suggested procedures.	\$6.20
151	Dec 1997	<b>POST Public Safety Dispatcher Psychological Assessment Resource Document</b>  Appendices; framework for dispatcher assessment; job performance concerns; nature of public safety dispatcher work; overview of psychological research.	\$5.00
56	Nov 1994	<b>POST Reading and Writing Test Validation Research</b>  Analysis and results; appendices; methods; summary and conclusions.	\$10.00

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P CONTINUED			
80	Sep 1991	<b>POST Symposium on Law Enforcement Training Issues Report: Summary of Proceedings, Summary of Speaker Remarks, Summary of Panelists Presentations, Symposium Recommendations September 1991</b>  Panelist presentations and recommendations, speaker remarks, summary of proceedings.	\$3.00
66	Sep 1992	<b>POST Symposium on Law Enforcement Training Issues II: Summary of Proceedings September 15 – 17, 1992</b>  Agenda, cultural awareness recommendations, first level supervision and supervisory accountability, use of force excerpts.	\$6.30
352	Jul 2001	<b>POST Symposium on Recruitment</b>  Developing a recruitment team, budgeting and long-term planning, marketing and the use of technology, alternative staff and employee preparation, attracting and retaining staff; best practices video; six public service announcements; five-minute marketing/promotional video, system requirements information.	\$10.80 CD-ROM
67	Jun 1989	<b>POST Symposium on Recruitment: Summary of Proceedings June 1989</b>  Presentation summaries; program and recommendations.	\$4.00
47	Quarterly	<b>POSTScripts Newsletter</b>  An overview of current law enforcement programs, POST services, past events, and announcements.  *Available via Web only at: <a href="http://www.post.ca.gov/bulletin/postscripts/default.asp">www.post.ca.gov/bulletin/postscripts/default.asp</a>	Via Web only*
51	Jan 1991	<b>Public Safety Dispatcher Job Analysis: Executive Summary</b>  Job task analysis summary, key skills (KSAT) analysis, methodology and conclusion.	\$2.20
52	Jan 1990	<b>Public Safety Dispatcher Job Analysis Component 1: Job Task Analysis</b>  Administration; analysis of results; characteristics, objectives of the job task analysis; types, sources of job information and methods of collection; study population; survey development, sample.	\$25.20
53	Mar 1991	<b>Public Safety Dispatcher Job Analysis Component 2: Analysis of Job Requirements</b>  Analysis and results; appendices; method: procedure and study design.	\$11.70
54	Jan 1991	<b>Public Safety Dispatcher Job Analysis Component 3: KSAT Linkage Analysis</b>  Analysis and results; appendices; method.	\$9.30
Q-S			
	Sep 2004	<b>Report to the Legislature: The Status of Peace Officer Training on Mental Illness or Developmental Disabilities</b>  *Available via Web only at: <a href="http://libcat.post.ca.gov/dbtw-wpd/documents/POST/60382962.pdf">http://libcat.post.ca.gov/dbtw-wpd/documents/POST/60382962.pdf</a>	Via Web only*
77	Dec 1995	<b>Review of Work Site Health and Fitness Programs: Clearinghouse Report 1</b>  In-service physical fitness programs; literature review; statutory and case law review, fitness promotion reference list; appendices.	\$6.00
344	May 2001	<b>School Resource Officer Standardized Core Course Curricula May 2001</b>  Content recommendations and resources for the core training of school resource officers.	\$7.80

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Q-S CONTINUED			
60	Sep 1994	<b>Sexual Harassment in the Workplace Guidelines and Curriculum 1994</b>  Appendices, case synopsis overview, roles and responsibilities in preventing sexual harassment, sample policy.	\$6.30
61	Oct 1992	<b>Sexual Orientation Training Course for Law Enforcement</b>  Background, community resources, contacts with the police, diversity and demographics, guidelines for supervisors, legal issues, stereotypes.	\$1.30
144	Jul 2002	<b>Strategic Plan 2002: Making a Bold Adjustment</b>  Activities, goals, objectives and priorities.  *Also available via Web at: <a href="http://www.post.ca.gov/about/SP2002.pdf">http://www.post.ca.gov/about/SP2002.pdf</a>	\$2.60  Also via Web*
65	Jan 1996	<b>Supervisor Development Program and Guide</b>  Custodial supervision, dispatch supervision, documentation process, general supervision, implementation issues, investigative supervision, patrol supervision, records supervision, responsibilities of the trainer, responsibilities of other program personnel, role of the trainer, program coordinator selection and responsibilities, trainer selection and training, sample mission statement, traffic supervision.	\$7.90
T-Z			
342	Jun 2004	<b>Training and Testing Specifications for Peace Officer Basic Courses</b>  Learning needs, learning objectives, instructional activities, test descriptions, and instructional standards that comprise required content of the Regular Basic Course, Regular Basic Course Modular Format (PC 832, reserve levels III, II, and I), Specialized Investigators' Basic Course, and Requalification Course.  *Available via Web only at: <a href="http://www.post.ca.gov/training/bt_bureau/TrainingSpecs/default.asp">www.post.ca.gov/training/bt_bureau/TrainingSpecs/default.asp</a>	Via Web only*
347	Nov 2001	<b>Training Specifications for the Investigation and Trial Preparation Course</b>  <i>Effective January 2002.</i> Instructional goals, required learning objectives, instructional activities, tests and minimum hourly requirements.	\$3.30
69	May 2002	<b>Training Specifications for the Public Safety Dispatchers' Basic Course 2002</b>  Child abuse; community policing; criminal justice system; critical incidents; cultural diversity; domestic violence; elder and dependent adult abuse; gang awareness; hate crimes; introduction to law; law enforcement telecommunications; missing persons; overview of emergency medical services; professional orientation; radio technology and procedures; resource and referral services; sexual harassment; stress management; telephone technology and procedures.  *Available via Web only at: <a href="http://www.post.ca.gov/selection/DispatcherTrainingSpecsOnlineformat.pdf">http://www.post.ca.gov/selection/DispatcherTrainingSpecsOnlineformat.pdf</a>	Via Web only*
33	Oct 1995	<b>Voluntary K-9 Team Guidelines</b>  Definition of terms; evaluation forms: apprehension, handler protection, narcotics search, obedience, searches; K-9 team testing scenarios; K-9 team evaluators' course.	\$2.30